



**Madginford Primary School  
Monday 13 July 2020 at 2pm  
Virtual Full Governing Body Non Confidential Minutes**

**Present:** Amanda Woolcombe (Head Teacher), Toby Butler (Chair of Governors), Kelly Barnett, Carolyn Christie, Jo Considine, Shirley Lall, David Parfitt, Shelley Shrimpton, Charles Tanswell, Natalie Wensley, Yvette Best.

**In attendance:** Mrs S Rome (TEP Clerk).

**Apologies:** Ian Hayne

**PLEASE NOTE GOVERNOR CHALLENGE HIGHLIGHTED IN BOLD**

1	<b>WELCOME AND APOLOGIES</b>	<b>ACTIONS</b>
	The Chair welcomed those present to the meeting. The meeting was quorate. There were no Apologies.	
2	<b>DECLARATION OF BUSINESS INTERESTS</b>	
	Governors had the opportunity to update and/or declare any pecuniary and non-pecuniary business interest.  No other business interests against the agenda were declared.	
3	<b>MINUTES OF THE PREVIOUS MEETING 18 MAY 2020</b>	
	The FGB confidential minutes of 18 May 2020 were reviewed and no amendments made. There were no actions. The HT provided Governors with an update in respect of the matter discussed within the confidential minutes.  The FGB non-confidential minutes from the 18 May 2020 were reviewed. No amendments were made. The action would be discussed at the next item on the agenda.  Governors agreed not to record the FGB due to concerns over confidentiality – the minutes will be the official record of the meeting.  The Chair would sign the non-confidential and confidential minutes as a true record when able to.	
4	<b>MEMBERSHIP</b>	
	Matters discussed were deemed confidential and annexed in the confidential minutes.	
5	<b>HT REPORT</b>	
	After the Chair left the meeting, CC chaired the remainder of the FGB. The HT's	

Initials \_\_\_\_\_

	<p>Report had been circulated to Governors prior to the FGB. Prior to September the risk assessment would be renewed, and there would be a phased return. A letter to parents had been sent out within the last week, which also encompassed the new risk assessments, as well as the new arrangements for September. The School would be offering the full curriculum entitlement. There would be minimal use of the staff room to keep to social distancing. The School would share the new risk assessment with Governors when prepared. The School currently had between 270 and 280 children in School, with no positive cases of Covid-19 since the School had returned. The HT advised there was anxiety amongst the staff regarding being able to socially distance when all children returned. A number of staff were clinically vulnerable and not in School, all others would be in School in September.</p> <p><b>Governors asked the HT to clarify how many key worker children were attending from Year 5.</b> The HT advised 5. <b>Governors asked if those staff not in School were working at home.</b> The HT advised they were in some capacity. <b>Governors queried if the 11 plus test would be going ahead in the next academic year.</b> The HT advised this was to be decided by the DfE. It would likely go ahead but be at a later date in 2020/2021. <b>Governors queried if this would be a HT decision.</b> The HT advised this was unlikely or to be based on teacher assessment. <b>Governors asked if annual reviews would take place for next term.</b> The HT advised these would take place in September.</p> <p>The HT had shared the remote learning and data update with Governors prior to the FGB. Parental engagement had been very positive especially concerning the See-Saw App. Examples were on the website for Governors to view, with videos for the families to view over the Summer break. The School reports shared today were based on data up to March 2020.</p> <p>The GB thanked the HT and all staff for their hard work.</p>	
<b>6</b>	<b>SIP &amp; STRATEGIC PLAN</b>	
	<p>The SIP had been amalgamated against the milestones and highlighted the priorities for the next academic year. This had been shared with Governors prior to the FGB. The plan was the same however focused on progression across all areas of the School. The HT wanted to ensure that all children were moved at the right stage to mastery.</p> <p>A forensic use of assessments would be used at classroom level. A suite of tests for children would take place with the data used to plan at class level. The School would move away from the year group model. The DHT would lead on Wellbeing for 2020/2021. Subject leads had moved on in their leadership, with the SIA advising the curriculum could be classed as outstanding in an OFSTED inspection. The SIA had been employed for the following year as an independent consultant, with 6 visits within the year and an independent report paid for. Oral feedback would also be provided with Governors able to sit in on this.</p> <p><b>Governors asked if a Summer school would be taking place.</b> The HT advised not for this year, as staff needed a break. KCC had organised some across the County. The HT asked Governors to assist in thanking a staff member who had volunteered to continue home online learning over the Summer Holidays. Governors agreed they would recognise this as the staff member was going above and beyond for every child.</p>	
<b>7</b>	<b>STAFFING</b>	
	<p>The HT advised the School would be almost fully staffed for the next academic year. A TA was leaving at the end of Term 6 however recruitment for a replacement was currently taking place. An additional TA would be joining in Term 1 for a child with an EHCP. The School would potentially have 3 TAs starting as trainee teachers. Teach Direct had successfully interviewed all and salaries would be at the starting range for non-qualified teachers. Heather Sargent would be their mentor with the School providing support. The trainee teachers would have a 1 year contract, with their TA</p>	

Initials \_\_\_\_\_

	<p>position protected at the end. The GB agreed this was good.</p> <p><b>Governors enquired about staff wellbeing.</b> The HT advised staff were nervous, with mental health not where it would usually be. The DHT would be sending out links regarding wellbeing to staff from KELSI. <b>Governors asked if mental health was lower for those who were high risk.</b> The HT advised for some however staff also had concerns regarding Covid-19 and working in a different way. Staff now had a different role when working with fewer children, with staff feeling isolated in their bubbles. Governors asked if they could do anything as a GB to support. The HT advised a letter could be sent to staff to thank them. The GB agreed they would do this with DP drafting the letter and liaising with CC in the next week. All Governors would have opportunity to comment on this.</p>	<b>1. DP &amp; CC</b>
<b>8</b>	<b>HEALTH &amp; SAFETY</b>	
	Matters discussed were deemed confidential and annexed in the confidential minutes.	
<b>9</b>	<b>SAFEGUARDING</b>	
	<p>The Seesaw app had been used for remote learning and the School had followed up for those families not using this. Doorstep contact, weekly calls and emails would take place. The FLO had completed comprehensive risk assessments. The School had been picked by KCC, who would then call those families with an EHCP to check they were happy with the provision in place. Positive feedback had been received from KCC.</p> <p>Governors asked how the class bubbles were monitored. The HT advised there was 1 teacher or HLT with each bubble, which met the legal requirements of 1 teacher with 30 children. The School would try to increase this where possible however did not have the same capacity for the Year 6 class bubbles.</p>	
<b>10</b>	<b>FINANCE</b>	
	The budget monitoring would be sent to Governors before the end of Term. There was unlikely to be a net saving due to additional enhanced cleaning supplies and costs, further a TA was being paid as a HLTA. The toilet refurbishment for Year 1 would be going ahead. Investment had also been made in IT.	
<b>11</b>	<b>RSE</b>	
	The DfE had put back the statutory implementation of this to 2021. The consultation could also be put back and the School would look at this in September.	
<b>12</b>	<b>GOVERNOR MONITORING REPORTS</b>	
	<p>No virtual monitoring had taken place. SS advised art monitoring had taken place prior to lockdown and the report had been sent to the Chair. NW advised she had met with the subject leads prior to lockdown and would send the reports to the Chair. Governors agreed monitoring needed to begin again in September remotely if in School was not possible.</p> <p>The HT advised OFSTED would look at school provision for home-learning, and Governors should monitor this. Safeguarding and Health &amp; Safety monitoring should also take place as soon as possible in Term 1. Each Governor should take part in 3 visits per year dependent upon monitoring roles. Engaging with subject leaders was important.</p>	<b>2. All</b>
<b>13</b>	<b>POLICIES</b>	
	<p><u>Behaviour Policy</u> All Governors were satisfied and approved the behaviour policy. The School would place this on the website.</p>	

Initials \_\_\_\_\_

<b>14</b>	<b>TEP GOVERNANCE MONTHLY BULLETIN/COVID WEEKLY ROUND-UP</b>	
	The Clerk advised Governors to review the round-ups which were being sent every 2 weeks.	
<b>15</b>	<b>GOVERNOR TRAINING</b>	
	The Clerk advised online training was possible via CPD online and GovernorHub following 1/8/20. DP had taken part in Prevent training and would look at taking an online course in Safeguarding. SL had not taken part in recent Safeguarding training. All Governors agreed to review. The skills audit would also take place in September, which would identify any gaps.	
<b>16</b>	<b>CHAIR'S ACTION/CORRESPONDENCE</b>	
	Matters discussed were deemed confidential and annexed in the confidential minutes.	
<b>17</b>	<b>BOARD STRATEGIC SELF EVALUATION/PLANNING</b>	
	This would be reviewed at a future FGB in September. DP would send the 'Improving your School Checklist' to Governors.	<b>3. DP</b>
<b>18</b>	<b>ANY OTHER URGENT BUSINESS CRITICAL DECISIONS</b>	
	Matters discussed were deemed confidential and annexed in the confidential minutes.	
<b>19</b>	<b>CONFIDENTIALITY</b>	
	Discussions within items 4, 8, 16 and 18 were deemed confidential and annexed within the confidential minutes.	
<b>20</b>	<b>DATE OF NEXT MEETING</b>	
	It was agreed that CC would send some provisional FGB dates to the Clerk who would then finalise with the Chair and HT before distributing to Governors.	<b>4. CC, Clerk and Chair</b>
<b>21</b>	<b>IMPACT OF MEETING</b>	
	Governors agreed progress had been made in terms of discussing future roles. Governors thanked CC for Chairing the remainder of the FGB.	

Meeting finished: 4:05 pm

Signed as a true record by: ..... Date: .....  
Mr T Butler - Chair of Governors

<b>Number</b>	<b>Action Summary</b>	<b>Who</b>
<b>1</b>	A letter of thanks to be sent to staff.	<b>DP &amp; CC</b>
<b>2</b>	Monitoring visits schedule to be planned.	<b>All</b>
<b>3</b>	'Improving your School Checklist' to be sent to Governors.	<b>DP</b>
<b>4</b>	Dates for 2020/2021 FGB meetings to be decided and distributed.	<b>CC, Clerk &amp; Chair</b>

Initials \_\_\_\_\_